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CONFIDENTIAL multiple

MINUTES

#### OTR STAFF MEETING

Tuesday

5 Jan 1954 NO CHANGE

NO CHANGE in Class.

DECLASSIFIED

Class. CHANGED TO: TS PDA Memo, 4 Apr 77

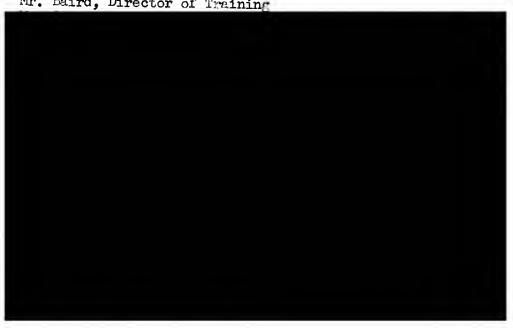
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Date: 1 Ful-18 By: 521

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Attendance:

Mr. Baird, Director of Training



## Introductory Remarks - Mr. Baird:

Mr. Baird noted the absence of a representative from and remarked on the desirability of holding divisional staff meetings to inform all key personnel of the matters treated in the OTR Staff Meeting.

#### Remarks on AD Meeting

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At the recent meeting of Assistant Directors, Mr. Dulles announced the appointment of Harrison Reynolds as AD/Pers. Mr. Reynolds was formerly Chief of the Mr. Baird also reported that the DCI has "for the time being" removed the Office of Personnel from under the DD/A. Until changed, the Office of Personnel will be under the DDCI similar to the Office of Communications and the Office of Training. This change was brought about as the result of the IG survey of Personnel, which suggested to the DCI that the Agency personnel policies and procedures required his personal attention.

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Mr. Dulles had commented that there were still too many people in the Agency, and that more emphasis would be placed on screening for suitability for 1954. The DCI indicated that we can anticipate additional budget cuts and closer scrutiny by Congress.

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General Cabell had reported on personally reducing the wordage of four unselected cables by 25 per cent. Mr. Baird and stressed the savings which can be effected and the need to do so in editing cables. This is a matter which should be re-emphasized in OTR instruction.

#### Special Personnel Report

Mr. Baird requested Division and Staff Chiefs to make a prompt report on present staff members who are relatives, close personal friends, or more than casual acquaintances of members of Congress or the Cabinet or other specified key government officials. Such an Agency list is being collated by the Office of Personnel.

## Observations on Weekly Progress Reports

In response to a question by Mr. Faird,
reported that the
down shortly after the 22 Lecember OTR Staff Meeting.

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other topics as well. Mr. Baird expressed satisfaction with the decision
to withhold favorable action on the request pending subsequent developments. However, he also expressed dissatisfaction with any procedure
which fails to keep a lower echelon promptly informed on the status of
action for a specific request.

There was some discussion regarding the reported lack of clerical assistance

Mr. Baird made an observation on the tendency within and without OTR to refer to it as TRD, etc. reported that a memorandum is about ready for publication further implementing the internal memorandum of 4 December 1953, reorganizing the Office of Training. The new memorandum will indicate key titles and symbols to be used in referring to the organizational segments.

#### Miscellaneous Comments

Mention was made of OTR parking spaces and of unfavorable comments on the mail service for students

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was asked by Mr. Baird to inquire into the validity of a typing requirement for DD/P personnel (this matter had previously come up as a request from t a Clandestine Services Training Committee

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A	oproved For Release 2001/03/30 : CIA-RDP57-00259A000100030020-4
25X1A	Meeting).
25X1A	General Cabell has asked OTR to inform him of instances where, in the opinion of Training, the interests of the Agency are not being served through (1) lack of training or (2) lack of training requirements. Mr. Baird and Mr. have decided that replies to this request will be in the form of staff studies. On this related matter of staff studies
25X1A	DTR inquired of Messrs. The states as to action being taken to include formal instruction in staff studies, such is not being
25X1A	Agency training in writing.  Meaning given a place in BTC(I) instruction, and that this effort might be extended to ONE and other Offices.
25X1A	some appropriate material indicating opportunities for writing instruction at colleges and universities in the Washington metropolitan area.
	Lesson Plans
25X1A	cited some statistics furnished him by on the status of lesson plans. Mr. Baird observed that a ten per cent improvement would be considered as reasonable progress in the next two weeks. Mr. dian of lesson plans.
25X1A	reported on a BIC(I) condensation being made available to certain personnel whose end does not require them to take the minimum six weeks BIC training. A briefer course is offered as a series of lectures—two afternoons per week for six weeks—plus certain required
25X1A	reading. This course is not a substitute for the BIC(SUP) nor will BIC credit be given for taking it. inquired as to the use of DD/P material in the lectures.
25X1A	
25X1A	was given a General Services request to include one-hour Clandestine Services training on Agency printing practices. The request is to be discussed with
	OTR Notice No. 34-53, OTR Staff Meeting
25X1A	called attention to the requirement for notifying the Planning and Research Staff of agenda items by the Friday preceding an OTR Staff Meeting. For the present it was agreed to submit negative reports, where appropriate, by the time stated to eliminate needless.

### OTR Human Resources Course

follow-up on the succeeding week.

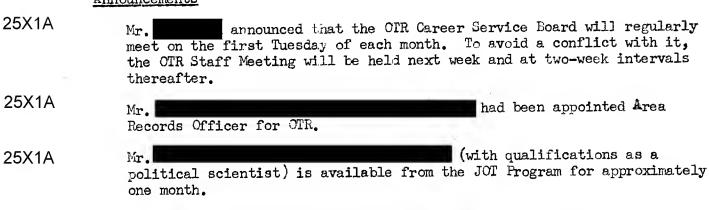
25X1A distributed copies of the Human Resources Program, developed by the Management Training Division. Forty supervisory officials have been identified to attend the first sessions in OTR. It was agreed that

reports, where appropriate, by the time stated to eliminate needless

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groups of twenty each will attend the four one-hour sessions at the Conference Room either at 10:00 a.m. January 25, 27, 28, and 29 or at 2:30 p.m. February 15, 17, 18, and 19. One-half hour conferences with individual supervisors will be held during January 25 or 26 and February 15 or 16. Division Chiefs will be responsible for determining which section their personnel will attend.

#### Announcements



Mr. Baird called attention to the memorandum addressed to him by Mr. Sherman Kent, copies of which had in turn been forwarded to each of the Staff and Division Chiefs for comment.